



in collaboration with



TEACH Teacher Training Grants for Educational Technology

The Wisconsin Department of Administration's (DOA) Technology for Educational ACHievement (TEACH) Program is administering Teacher Training Grants for Educational Technology in collaboration with the Wisconsin Department of Public Instruction (DPI).

Program Goals for FY16:

School districts recognize the role of information technology in student learning and achievement. The Teacher Training Grants for Educational Technology Program provides support for districts to attend, arrange and provide training activities to build the information technology knowledge and capacity of teachers. The grants will be utilized to address the following teacher technology learning areas:

- Training to enhance use of technology as a teaching tool and in classroom management;
- Effective use of digital resources to support student learning and achievement; and
- Specific programming aligned to district technology goals.

Eligible Applicants:

Grants are only available to consortia of three or more eligible school districts for the purpose of training teachers on the use of educational technology ([s. 16.996 \(2\)\(a\), Wis. Stats](#)). There is no maximum as to the number of eligible school districts that can be part of a consortium. Non-eligible school districts cannot be included in a consortium or benefit from these grant dollars.

Participating school districts must have 13 or fewer students per square mile ([s. 16.996 \(2\)\(b\), Wis. Stats](#)), and the amount of funding available to a school district is determined by the number of students within the district:

- \$7,500 for districts with fewer than 750 students ([s. 16.996 \(3\)\(a\), Wis. Stats](#));
- \$10 per student for districts with between 750 and 1,500 students ([s. 16.996 \(3\)\(b\), Wis. Stats](#));
- \$15,000 for districts with more than 1,500 students ([s. 16.996 \(3\)\(c\), Wis. Stats](#)).

Please see the following for a list of eligible school districts, based on FY2016 data, and the maximum funding available. [Certified List of Eligible Districts/eligibility formula organized by CESAs.](#)

Amount of Funds Available:

2015 WI Act 55 provided \$1,500,000 annually for [Teacher Training Grants for Educational Technology \(s. 16.996, Wis.Stats\)](#). If, in any fiscal year, \$1,500,000 is insufficient to fully fund approved requests, awards shall be prorated. Proration shall occur through an across-the-board reduction applied to all the amount requested by each district within a consortium.

Grant Period:

Fiscal year 2015-16 (FY16) grants shall be for the period of July 1, 2015-June 30, 2016. The *Teacher Training Grants* for Educational Technology are annual awards, and any activities funded must occur during the specified grant award period, July 1, 2015-June 30, 2016. Unused funding will not be carried over to subsequent award periods. Awardees must obligate their funds by the end of the grant award period in which the funds were awarded. Funds must be liquidated 90 days from the end of the grant period.

Grant Applications:

FY16 Teacher Training for Educational Technology applications will be submitted utilizing specified forms and will include all of the following components:

- A. Identified fiscal agent contact information and certified fiscal agent statement.
- B. Identified consortium school district information.
- C. Identified total consortium grant budget request.
- D. Detailed budget for each consortium member.
- E. Description of consortium teacher training activities designed to increase digital learning and instructional integration, including the dates of training, provider of training and number of consortium members to be trained.
- F. Description of current technology activities and uses, and how grant funding will impact these activities and uses.

The grant application is available on the [TEACH website](#).

Applications will be reviewed based on an evaluation of each application's conformance with eligibility requirements [see "Eligible applicants"] and allowable cost requirements [see "Allowable Costs"].

Consortium Fiscal Agent:

Each grant consortium is required to designate a fiscal agent and must adhere to the requirements indicated by the grant award and TEACH grant administration policies for financial administration. The fiscal agent shall be one of the consortium school districts or a Cooperative Educational Service Agency (CESA). Vendors or LLCs are not eligible to serve as fiscal agents. Administrative costs associated with the fiscal agent responsibilities are not eligible for reimbursement.

The fiscal agent shall:

- Coordinate the collection of all grant submission documents, including budget detail for each consortium member, to be made on behalf of the consortium to meet all deadlines.
- Complete the application on behalf of the consortium and complete the application certification statement that all of the application components are included and the proposed expenditure items are eligible.
- Notify consortium districts of their grant award status and designated amount to include.
- Any necessary planning to readjust budget if award amount is pro-rated.
- Coordinate collection and submission of any information necessary in the event of an audit.
- Coordinate, prepare and submit required financial and program reports.
- Provide for reimbursement of expenditures to consortium members (see “Reimbursement Forms and Process” section).
- Maintain documentation of grant activities, including expenditures, according to grant award.

Allowable Costs:

Eligible expenses: registration fees for online/blended/face-to-face professional learning events focused on enhancing digital learning capacity; district substitute teacher costs; mileage, meals and lodging reimbursed at the State rate; on-site facilitator expenses/compensation (note: costs related to the provision of training by consortium member teachers and other employees will not be reimbursed).

State travel rates are available at: <http://oser.state.wi.us/docview.asp?docid=7365>

Expenses NOT eligible (district match opportunity): out- of-state travel or conference registrations and other costs; educator stipends/compensation related to training event attendance and preparation; instructional materials, technology hardware, technology software; dues or membership fees, credentialing, credits or licensure requirement costs; entertainment or performance costs; promotional materials or prizes; individual district professional learning opportunities that occur subsequent to grant application date; portions of a training event that

are not related to technology training; expenses paid to entities in which a consortium district employee has a financial interest; fiscal agent administrative expenses.

Given the late notice of the FY16 grant, an applicant consortium may apply for reimbursement of individual member district allowable expenses that occurred on or after July 1, 2015 and through the application date. For FY16 prospective expenses, it is encouraged that training events be collaborative among consortium members.

If \$1,500,000 is insufficient to fund approved applications, the awards shall be prorated among all eligible consortia.

FY16 Application Due Date:

Submitted applications must be received by 11:59 p.m. on April 1, 2016, to the Wisconsin Department of Administration. Applications received after this date and time will not be accepted.

Notification to consortium districts and fiscal agent: Friday, April 15, 2016
Award documents will then be executed.

Reimbursement Forms and Process:

Funds will be provided on a reimbursement basis. Grantees will be reimbursed by DOA for actual, approved costs using forms provided with the award. Grantees must follow the reimbursement guidelines and other financial requirements set forth in the award. Please also see the "Teacher Training Grant Reimbursement Process" document. The consortium's grant award will further specify reimbursement requirements, forms, and timelines.

Note on FY17 Teacher Training Grants for Educational Technology:

The FY17 grant application process will open prior to December 31, 2016. Receipt of FY16 funding will not be a criteria for FY17 funding. The FY16 grant application process will be reviewed and updated for FY17. This will include if retroactive costs will be allowed, and other requirements/prohibitions.

**For more information about the Grant Requirement and Reimbursement Process contact:
TEACH**

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DPI

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